



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SENIOR FLEET TECHNICIAN

Class No. 006104

■ CLASSIFICATION PURPOSE

To perform mechanical, hydraulic, electrical maintenance and repairs to automobiles, buses, light and heavy trucks, construction and industrial equipment; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the journey-level classification of the series. Under general supervision, this class differs from the lower-level class, Fleet Technician, in that the latter performs routine preventative maintenance, drivability diagnosis, inspection, smog test and minor repairs to motorized and industrial equipment.

■ FUNCTIONS

The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position

Essential Functions:

1. Installs, inspects, diagnoses, and repairs mechanical hydraulic defects in automobiles, light and heavy trucks, buses, construction, industrial and other mechanical equipment.
2. Performs general overhaul of engines (both gas and diesel), clutches, transmissions, differentials, final drives, track assemblies, brake systems, hydraulic systems, air systems, air conditioning systems, micro processor controlled systems, and all other components of a variety of equipment.
3. Completes preventative maintenance service and tune-ups.
4. Prepares new vehicles for service.
5. Repairs and installs truck bodies and special mounted equipment including emergency equipment.
6. Operates tow trucks and makes emergency repairs in the field on heavy trucks, tractors, automobiles, and other equipment.
7. Inputs parts and labor information for specific vehicles and/or repair orders into the Fleet Management Information System (FMIS).
8. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Diagnosis, servicing, installations, major overhaul, and maintenance of all types of automotive, construction, and industrial equipment.
- EPA (air pollution control) requirements for motor vehicles.
- Testing methods use to identify malfunctions in all types of automotive, construction and industrial equipment.
- Shop and field safety practices.
- Diagnostics of gas/diesel engines, and scope of repair.
- Current technological diagnostic systems/programs to interpret needs in repair or maintenance of equipment.
- Handling of hazardous material spills and disposal.
- Multi-faceted programs such as California Smog Check II and Biannual Inspection of Terminals (BIT) for commercial vehicles.
- Shop organization and work scheduling.

- Inventory methods and procedures for stocking a garage with automotive, trucks and mechanical parts.
- Emergency procedures and dispatching field staff and equipment.
- Field emergency needs and equipment for shop support.
- Customer service and performance monitoring/measurement.
- Fleet Management Information Systems (FMIS).
- Current programs that support entire systems in vehicles and equipment.
- Alternative fuel systems.
- Storm Water rules and regulations.
- County customer service objectives and strategies.

Skills and Abilities to:

- Use manufacturer's maintenance and repair parts manuals, and all shop tools/equipment/lifts.
- Use automotive and heavy equipment testing devices to accurately identify malfunctions.
- Prepare maintenance and repair reports.
- Communicate effectively both orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: four (4) years experience repairing automotive equipment; AND completion of recent course credits in automotive and/or truck repair from a community college, vocational school, or automotive dealer retailer.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Prolonged standing, and strenuous physical activities including lifting and carrying heavy objects frequently weighing up to 50 pounds and occasionally up to 70 pounds. Occasional: sitting, bending, (neck), bending (waist) squatting, climbing, and kneeling. Frequent: walking, twisting (neck), and twisting (waist). Constant: hand use and standing.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

1. A/C and Refrigerant licenses within six (6) months of appointment, and must be maintained throughout employment in this class.
2. A valid California Class B driver's license within six (6) months of appointment, and must be maintained throughout employment in this class. A valid California Class A driver's license may be required subject to the type of vehicles the incumbent is assigned to service and repair.
3. ASE certification in four of the eight areas for either an Automobile Technician or Medium/Heavy Truck Technician is highly desirable.

Working Conditions

Exposure to noise, dust, cleaning solvents, battery acids, and exhaust fumes. Work in confined spaces and occasionally repair vehicles disabled in freeway traffic or off-road; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background check.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5)

New: December 18, 1998
Reviewed: Spring 2004
Revised: April 25, 2005

Senior Fleet Technician (Class No. 006104)

Union Code: CR

Variable Entry: N